Evaluation of Position Description

Labor Category/FLSA: Exempt

_____**Current Position Description**
___X__**Proposed Position Description**

Date Prepared: 07/09/03

Approving Official: Name: Sheryl A. Wheeler **Signature:**
Title: HR Specialist

Position Title/Series/Grade: Engineering Technician, GS-802-11

ORGANIZATION: Division of Property Management

References: Engineering Technician Series, GS-0802, 8/74.

Determination of Title and Series: Subject position involves the performance of all aspects of coordinating and preparing project plans and budgetary cost estimates for larger and more complex projects. The incumbent is responsible interviewing customers and other project stakeholders and develop project execution plan to include statement of work, budget estimates, impact of facility and its systems, for projects with an estimated construction cost of $250K and below. Incumbent utilizes a practical knowledge of engineering methods and techniques but does not require the professional knowledge and abilities of the engineering field. The position requires primarily the application of a practical knowledge of engineering which meets the series definition for the Engineering Technician Series, GS-0802. Therefore, this position is properly classified in the GS-0802 series.

Determination of Grade: a. Nature of Assignment: The performance of duties such as interviewing customers and other project stakeholders and develop project execution plan to include statement of work, budget estimates, impact of facility and its systems, for projects with an estimated construction cost of $250K and below are comparable to those duties reflected at the GS-11 level of reference wherein assignments involves independent responsibility for planning and conduct of a block of work which is a complete conventional project of relatively limited scope or a portion of a large and more diverse project. Therefore, duties performed are determined to be within the GS-802 series and comparable to the GS-11 level.. b. Level of Responsibility The work performed by incumbent is subject to review by a supervisor who provides general supervision and prescribes objectives, policy guidance and overall work assignments. Personal contacts involve coordinating the assignments with operating supervisors, production personnel, engineers, staff personnel, and government and contractor personnel. This factor is determined to be comparable to the GS-11 level of reference.

Job Classification: Engineering Technician, GS-802-11.

Engineering Technician (Project Officer)
GS-802-11

Introductory Statement: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM and is responsible for the direction and implementation of all activities related to facilities operations and maintenance of NIH facilities that are the responsibility of the Most Efficient Organization (MEO) as determined by ORF/DPM management as part of the A-76 process.

I. MAJOR DUTIES AND RESPONSIBILITIES

- The incumbent serves as Engineering Technician for the Construction Management Branch (CMB), DPM. The incumbent is responsible interviewing customers and other project stakeholders and develop project execution plan to include statement of work, budget estimates, impact of facility and its systems, for projects with an estimated construction cost of $250K and below.

Activities include:

- Review scopes of work for A/E services as prepared by Government Representative and assure their completeness and as appropriate contact IC customer or Building Management Section to clarify scope.
- Preparation of RFP to be forwarded to the contractors
- Review of contractors' proposals (A/E's and construction contractors) to assure their completeness and accuracy.
- Review quality control plans for A/E and construction contractors and assure they are complete and accurate.
- Coordinate site utilization with Government representative.
- Coordinate the project with NIH reviewing officials such as Division of Safety, Facilities Operations Branch, Fire Protection Section, etc.
- Review A/E and construction contractor's schedule and evaluate their completeness and constructability.
- Prepare Fee For Service cost estimates for each project
- Assemble project reports such as EVA for the Government representative use. If there is deviations that need corrective action, assure the proposed actions are reasonable and achievable.

- Assure waiver requests from contractors are submitted in a timely fashion and tracked properly to avoid delays to the project.
- Furnish expert technical advice to other staff as directed.

Factor 1 - Knowledge Required

- Incumbent processes the technical ability to analyze cost estimates made by A/E firms; prepares technical reports and papers on issues relating to contractors' performance.

- Coordinates with NIH environmental engineers, industrial hygienists, and safety specialists to ensure that all environmental and safety interests are considered; consulting with research personnel and other advisory groups such as the Environmental Safety Branch (ESB) and the Occupational Safety and Health Branch (OSHB).

- Ensures that the finished product (i.e., design, and construction) meets the needs of the NIH. Strict adherence by the incumbent to the requirements of the CMB Quality System Manual (QSM) is essential. Incumbent must perform all work in compliance with the CMB QSM strictly following its policies, procedures, and requirements concerning procedural documentation and internal and external audits.

- Conceptualizes and formulates projects by surveying existing site conditions to correctly assess space requirements and properly coordinate these requirements with the building systems through applying sound engineering practices. When renovating existing space, coordinates the elements of program need and time urgency with the constraints of space, service, and funding; and manages the project throughout the design phase to produce a set of drawings and specifications complete for on-site construction. Prepares and critiques time sequencing schedules, including those generated by computer program, as well as budget cost estimates of the elements of construction in the project.

- Furnishes expert technical advice based on his/her knowledge of the rudiments of contract law, Federal procurement policies and procedures, and financial management.

- Exhibits knowledge of construction contract law, Federal procurement policies and procedures, and financial management.

Factor 2 - Supervisory Controls

Supervision is essentially administrative in nature with assignments made in the form of a designated project for which the scope must be developed, designed, and construction contract administered by the Program Manager. The incumbent plans for and carries out

projects with authority to act on own initiative on matters affecting the project's design. Master plans, deviation from agency policies, schedule changes, budget changes, and changes or actions that degrade the objective performance or alter operational characteristics of the project are submitted for final sign-off for the supervisor together with recommended courses of action, including available alternatives. The incumbent keeps the supervisor informed of progress on potentially controversial matters which the identifies by an ongoing project analysis or issues with far-reaching implications. Otherwise, actions, decisions, and commitments are considered technically authoritative and are accepted without change. The supervisor, however, is available for consultation on policy matters.

Factor 3 - Guidelines

In addition to standard engineering references, guidelines are broadly stated agency regulations and policy statements. Much of the work involves policy matters or deals with coordination of programs or projects for the design and construction of biomedical research facilities, and Federal budget and procurement policies as they apply to A/E and construction procurement are of primary concern. Personnel policy and regulations are also of routine and necessary concern for the accomplishment of program objectives. The incumbent must exercise considerable judgement and ingenuity in interpreting or adapting guidelines that do exist and developing new approaches when required. Additionally, as a recognized authority, the incumbent must exercise considerable judgement and ingenuity in interpreting existing guidelines and policies and developing new approaches when required. Additionally, as a recognized authority, the incumbent develops instructions, guidelines, and directives for NIH application.

Factor 4 - Complexity

The assignments extend in varied situations into design, scheduling and construction phases. Where significant costs or energy are involved or where poor design would cause serious disruption to the planned research programs. There are often urgent assignments involving public exigency (e.g., rodent swine-flu virus development, AIDS research programs, etc.).

Factor 5 - Scope and Effect

The purpose of the work is to provide direction and expert technical advice to all major design projects planned for the NIH and its field stations. Projects for which the employee makes decisions are most often valued in the multimillion dollar range. Reliability in performance of support systems in medical research facilities and hospitals is of utmost importance; the employee has significant impact on the important medical research efforts carried on by NIH and its field stations and often sets the trend for future construction criteria at these facilities.

Factor 6 - Personal Contacts

Contacts are with private architect/engineers, engineers with other Federal government agencies and private firms, NIH administrative research personnel, engineers and industrial hygienists with other peer groups at NIH, other DPM engineers, contractor and manufacturers' representatives.

Factor 7 - Purpose of Contacts

Contacts private architect/engineers, to exchange information, coordinate work efforts, furnish technical advice, resolve controversial issues. Contacts engineers in other agencies and firms to coordinate and develop consistent policies and design approaches. Contacts NIH administrative and research personnel to determine scopes of work. Contacts peer group personnel to solicit advice on safety issues. Contacts other DPM engineers (maintenance engineers, construction engineers) to determine mechanical equipment maintenance needs and to resolve field problems which conflict with design. Contacts manufacturer's representatives to obtain information on latest products. The contract is a medium used by the mechanical engineer to act as liaison between the Federal government and contract engineers and to negotiate design modifications.

Factor 8 - Physical Demands

The work is usually sedentary and performed in an office environment, although travel to field installations involves a considerable amount of walking, climbing, and other forms of physical exertion associated with program evaluation activities.

Factor 9 - Work Environment

Work is normally performed in an office setting with some site visits to the laboratory and animal areas where bio-hazard exposure is common and some visits to mechanical equipment rooms and power plants where exposure to noise, high voltage and moving parts is common.